



# Toccoa Historic Preservation Commission (HPC) Certificate of Appropriateness (COA) Application

**PLEASE NOTE:**

**Application Requirements:**

All applications must be complete and include required supporting materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the HPC for review.

**Application Deadlines:**

Applications and support materials must be submitted fifteen (15) days prior to the regular HPC meeting, usually the first Thursday of each month. Applications must be submitted at City Hall.

**Application Representation:**

The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

**Building Permit Requirements:**

In addition to a COA application, building permits must be acquired from City Hall. Building permits will not be issued without proof of a COA.

**Deadline for Project Completion:**

After application approval, the COA is valid for 18 months and null and void if construction does not begin within 12 months.

**Work must be completed as presented and approved:**

If modifications or amendments become necessary, such changes must be presented to and approved by the Historic Preservation Commission prior to beginning work on any aspect of said modification or amendment.

<b>Office Use Only</b>	
Date Received:	_____
HPC Hearing:	_____
HPC Decision:	_____
Project Completion:	_____
COA Expiration:	_____

## CONTACT INFORMATION

Applicant: \* \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*\* NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.*

## PROPERTY AND PROJECT INFORMATION

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Name of District: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

*(example: replacement of awning, installation of windows, etc.)*

**PLEASE PROVIDE DETAILS OF THE PROJECT ON REVERSE SIDE OF APPLICATION**

Type of project (check all that apply):

**Construction**

- New building
- Addition to building
- Minor exterior change
- Major building restoration, rehabilitation, or remodeling

**Site changes**

- Parking area(s), driveway(s), or walkway(s)
- Fence(s) or wall(s)
- Sign(s)
- Mechanical system(s)
- Non-temporary site feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

**Demolition or Relocation**

- Primary building
- Outbuilding
- Site feature

Proposed Starting Date: \_\_\_\_\_

Contractors/Consultants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

